Wage Rate Calculations
for
Professional, Administrative and OCONUS Positions

1. Abbreviations and Definitions:

> ****BWR** = Base Wage Rate
> **LWR** = Loaded (Fully Burdened) Wage Rate
> **Professional Employee** – An employee not covered by (exempt from) the Service Contract Act (SCA), Davis-Bacon Act (DBA) or a Collective Bargaining Agreement (CBA).

2. Sample Pay Formula and Table – Professional, Administrative and OCONUS Positions.

2.1. Sample Formula. Shown below is a sample formula indicating various components that could be used in calculating the loaded wage rate (both normal and overtime rate) for professional, administrative and OCONUS positions. It also indicates how the various components are combined (added) to make the final loaded wage rate.

2.2. Sample Table. The sample table shown below contains the components shown in the formula and also shows the method (percentages or fixed dollar amount) used in calculating the markup. Also, if the markup is calculated as a percentage of another item, then the basis against which the percentages is to be applied is identified. Additionally, actual numbers for the Base Wage Rate, Markup, and Loaded Wage Rate for all Professional, Administrative and OCONUS labor categories will be entered in the table.

2.3. The sample formula and table shown below are examples and should be adjusted to meet the offeror's requirements. The offeror's actual formula and corresponding table should be prepared to demonstrate the computation of the loaded wage rate for professional positions that may be utilized under these contracts.

Sample Formula – Professional, Administrative and OCONUS Positions:

BWR   +   Markup   =   LWR

Sample Table – Professional, Administrative and OCONUS Positions:

Labor Category	BWR ($)	Markup	LWR ($)
Program Manager	30.00	50 %	45.00
Contract Administrator	24.00	50 %	36.00
Etc.			
Basis for Markup: Markup = __% of BWR			

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3. Required Submittal. Offeror's Normal Loaded Rate Computation for Professional, Administrative and OCONUS Positions. Using a method (formula and table) similar to the examples shown above, the offeror should show the components (base wage, markup, and loaded wage rate) of its **Normal Loaded Wage Rate for all Professional, Administrative and OCONUS positions, and the method (either percentage or fixed dollar amount) for calculation of the markup. The formula and table should be provided for the Base Year and all Option Years. A sample table illustrating a method for organizing this data is attached. The offeror's formula and completed table should be submitted as part of the Pricing Volume (Volume V).

4. Required Submittal. Offeror's Overtime Loaded Rate Computation for Professional, Administrative and OCONUS Positions. Using a method (formula and table) similar to the examples shown above, the offeror should show the components (base wage, markup, and loaded wage rate) of its **Overtime Loaded Wage Rate for Professional, Administrative and OCONUS positions, and the method (either percentage or fixed dollar amount) for calculation of the markup. The formula and table should be provided for the Base Year and all Option Years. A sample table illustrating a method for organizing this data is attached. The offeror's formula and completed table should be submitted as part of the Pricing Volume (Volume V).

5. Man-hours for Full-Time Employees. **The offeror should indicate the number of annual man-hours that constitute a full-time employee (i.e., the number of annual man-hours that would be applied to the offeror's fully burdened labor rate to arrive at the annual labor cost for an employee). This information should be entered on the offeror's loaded wage rate tables (see paragraphs 3. and 4. above).